



OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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Form: AR-50-71

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept _____ years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

SEE ATTACHED

25. AGENCY RECOMMENDATIONS. This agency recommends that the File series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

SEE ATTACHED

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Douglas M. Hein</i>	2-22-73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Russell E. Hall</i>	2-21-73
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Ryan</i>	4-30-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	April 24, 73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert J. Hume</i>	4-30-73

STATE RECORDS
COMMITTEE

Records Retention Schedule

Environmental Health Services Section General Sanitation Unit

<u>Appl No</u>	<u>Description</u>	<u>Disposition</u>
73-282	FOOD SERVICE PERMITS FILE - Documents relating to the approval of food service establishments throughout the State. (Permits are permanent until revoked or discontinuance of operation.) This includes, the copy of the permit for operation only. File is arranged alphabetically by county, then by permit.	Cut off files at end of each fiscal year; then hold in current files area for 2 years; then transfer to State Records Center, hold 3 years, then destroy.
73-283	COMPUTER PRINT-OUT - (Consolidated listing of Food Service Permits)	Cut off at end of fiscal year; hold in CFA for 2 years; then retire to State Archives.
73-284	COMPUTER TAPE FILE -	Erase and reuse tape when file is updated.
73-285	FOOD SERVICE APPLICATION FILE - Documents relating to the application for approval of operation for food service establishments. This includes the application of operation. File is arranged alphabetically by county, then by date of application.	Cut off at end of fiscal year; hold in CFA for 2 years; then destroy.
73-286	WATER IMPOUNDMENT PERMIT FILE- Documents relating to the permit to impound water. This includes the permit to impound water only. File is arranged alphabetically by county, then by year.	Cut off at end of fiscal ^{cy} year; hold in CFA for 2 years; then transfer to State Records Center, hold 3 years; then destroy. <i>AMENDED 9/25/75 ODS</i>
73-287	COMPUTER PRINT-OUT - (Consolidated listing of Water Impoundment Permits)	Cut off at end of fiscal year, hold in CFA for 2 years; retire to State Archives.
73-288	COMPUTER TAPE FILE -	Erase and reuse tape when file is updated.
73-289	WATER IMPOUNDMENT APPLICATION FILE - Documents relating to the impoundment of water. This includes the application to impound water. File is arranged alphabetically by county, then by number of permit, then by year.	Cut off at end of fiscal year; hold in CFA for 2 years; then retire to State Archives.

Records Retention Schedule

Environmental Health Service Section General Sanitation Unit

<u>Appl No</u>	<u>Description</u>	<u>Disposition</u>
73-290	WATERSHED IMPOUNDMENT FILE- Documents relating to the damming of watersheds (rivers, streams, etc.) for flood retardation and recreational areas. This includes, but is not limited to plans and specifications, for maintenance of the impoundment of and the eradication of mosquitoes. File is arranged alphabetically by name.	Cut off at end of fiscal year; hold in CFA for 2 years; then retire to State Archives.
73-291	TOURIST ACCOMODATION PERMIT FILE - Documents relating to sanitational facility approval of hotel and motel accomodations throughout the State. This includes, but is not limited to, permits for operation of approved facility. File is arranged alphabetically by county, then alphabetically by facility.	Cut off file at end of fiscal year; hold in CFA for 2 years; then transfer to State Records Center for 3 years; then destroy.
73-292	COMPUTER PRINT-OUT - (Consolidated listing of Tourist Accomodation Permits)	Cut off at end of fiscal year, hold in CFA 2 years; then retire to State Archives.
73-293	COMPUTER TAPE FILE -	Erase and reuse tape when file is updated.
73-294	A-95 ENVIROMENTAL IMPACT STATEMENT FILE - Documents relating to grant applications review for highway construction, proposed recreational facilities, airports, and related facilities. These documents are copies which are submitted to the section for their review and approval. They include, but are not limited to, notification of review, commend review sheet, correspondence on projects, projects narratives. File is arranged by county, then by date.	Cut off file at end of fiscal year; hold in CFA for 2 years; then destroy.

Records Retention Schedule

Environmental Health Service Section
General Sanitation Unit

Appl

<u>No</u>	<u>Description</u>	<u>Disposition</u>
73-295	COMPLAINT AND DISPOSITION INVESTIGATION FILE- Documents relating to the investigation of complaints from citizens, relating to environmental sanitation problems. This includes letters of complaint, investigative report of complaint, disposition of complaint, and ultimate correction. File is arranged alphabetically by county, then numerically by complaint.	Cut off at end of fiscal year; hold in CFA 2 years; then destroy.
73-296	RECREATIONAL AREAS PLANS AND SPECIFICATION FILE (Completed) - Documents relating to proposed construction of water and sewage facilities. This includes plans, specifications, correspondence regarding proposed facility and assorted working papers. This also includes State and private recreational areas. File is arranged alphabetically by name of proposed facility.	Cut off at end of fiscal year; hold in CFA for 2 years; then transfer to State Records Center, hold for 3 years; then destroy. <i>Amended by 74-365 11/2/84</i> <i>changed to</i> <i>CO = CY</i> <i>CFA = 2</i> <i>SAC = 7</i>
73-297	RECREATIONAL AREAS PLAN AND SPECIFICATION FILE (Inactive) - Documents relating to proposed construction of water and sewage facilities. This includes plans, specifications, correspondence regarding proposed facility and assorted working papers. This also includes State and private recreational areas. File is arranged alphabetically by name of proposed facility.	Upon decision not to implement proposal, transfer to inactive files; cut off at end of fiscal year; hold in CFA for 1 year; then destroy.